

## General remarks for using the template<sup>1</sup>

### Basic rules:

1. Do not modify the template, i.e. do not delete or add any columns, and also do not change the width of the columns (automated compiling tools run on the basic template).
2. Do not re-create the template using your own styles. Use only the original template.
3. Each comment shall be entered in a separate row, i.e. additional rows must be added manually to the commenting template, if required.

**NOTE:** Please name the file with your comments in accordance with the following convention:

CWA\_2\_YourAcronym.doc

### How to use the template ?

#### *Template Header*

Date: Fill in the date when you submitted the comments.

#### *Template Body*

**CO – Member Company: acronym of your company or of your company's name** [This field is compulsory and must be filled in]

Fill in the three-letter code for your company.

**Clause No./Subclause No./Annex** [This field is compulsory and must be filled in]

Indicate the clause/subclause to which your comment refers. If your comment refers to the whole document, please choose General in this column. Enter only the number of the clause and do not add "clause" or "cl." in front of the number.

#### **Paragraph/Figure/Table/Note**

Indicate the paragraph (inside a clause), figure, table or note to which a comment refers.

**Type of comment (general/technical/editorial)** [This field is compulsory and must be filled in]

Choose the type most relevant for your comment. The following types are available: general, technical, editorial. Only enter the short form for the type, i.e. ge, te or ed.

**Comment (justification for change) by the MB** [This field is compulsory and must be filled in]

Enter your comment in this column and explain the reason for the comment.

If you wish to submit figures or complex objects in addition to the textual comments on the particular clause/subclause referred to in the field Clause, insert them as separate files either in this column or the column Proposed change by you.

To insert a file, proceed as follows (using MS-Word):

Position the cursor in the cell of the template into which you wish to insert the file (either in the column "Comments" or "Proposed change")

Choose the menu-option "Insert" - choose "Object" - choose "Create from File" - click on the button "Browse.." and then select the file you wish to insert from your local system; click on "OK" and you see an icon, identifying the file type you have inserted, in the cell of the template. To open the inserted file, please double-click on the icon in the cell.

**NOTE:** Please do not forget to send the inserted file in a separate file in case there are problems while trying to open it.

#### **Proposed change by the CO**

If appropriate, enter a modified version of the clause, paragraph or section of the clause or paragraph in this column. You may wish to include a separate file in this column.

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<sup>1</sup> Source: <http://www.cenorm.be/boss/supporting/guidance+documents/gd060+--+cen+commenting+form/gd+-+commenting+form.asp#3>, query 2005-03-18